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Executive Registry

70-4574/1

31 AUG 1970

MEMORANDUM FOR: Executive Director-Comptroller  
SUBJECT : Employment of Negroes

1. This memorandum, in paragraph 5, contains a recommendation for action.
2. Attached (Tab A) is a brief study which summarizes the Agency record in employment and distribution of Negroes over the past twelve years. Highlights are:
  - a. Relative numbers have not changed; Negroes were 5% of staff employees in 1958, and are 5% in 1970.
  - b. 14 components had no Negro employees in 1958. Today 12 have none, 12 have only 1 or 2, and 11 more have no professionals.
  - c. There has been a slight increase in average grade, from 4.75 to 6.3 (reflecting perhaps some grade escalation as well as advancement).
  - d. Advancement in professional grades has improved: 1 GS-12 and 6 GS-11's in 1958; 1 GS-14, 6 GS-13's, 17 GS-12's, and 25 GS-11's in 1970.
3. The year-end figures, viewed comparatively over a span of years, give us a picture of an essentially static situation and suggest a need for positive efforts to break the pattern.
4. We are doing a few things now which are in the right direction. We will bring in next month about a dozen marginally skilled but intelligent Negro candidates for clerical jobs and provide training to bring their skills to usable levels. We are moving actively to enroll a few Negro students in the Co-op Program. We are examining the qualifications and records of current Negro employees, as a check on the way they are being managed and to see what developmental possibilities may be suggested. These are worthwhile but they are not enough; further positive action is needed to attract qualified Negro professionals

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-2-

to the Agency and to open up broader assignment possibilities within. In the months ahead we propose to:

a. Recruit a few of the best qualified Negro professionals we can find, and offer them for placement in components which have very few or none.

b. Make a special effort to find a few Negro candidates for the Career Training Program.

c. Examine the validity of the distribution pattern.

5. At Tab B is a proposed directive to the Director of Personnel which will highlight the area of concern and give me a basis on which to proceed. I recommend that you sign it.

/s/ Robert S. Wattles

**Robert S. Wattles**  
**Director of Personnel**

**Attachments**

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Next 2 Page(s) In Document Exempt

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